

DD/S 64-0985

Approved For Release 2002/08/14 : CIA-RDP84-00780R000500160040-8

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28 FEB 1964

Honorable W. Willard Wirtz
Chairman, Interdepartmental Committee
on the Status of Women
Washington, D. C. 20210

Dear Mr. Wirtz:

Our report of progress and plans for improving the employment, training, and advancement opportunities of women in the Central Intelligence Agency is attached.

For many years, the Agency has conducted an aggressive program to ensure that women are offered a full range of career opportunities. In sending this report to you, I wish to take this opportunity to state my intention of continuing this program with increased emphasis on the opportunities afforded our women careerists for development and advancement.

Sincerely,

/S/

John A. McCone
Director

/s/ Emmett D. Echols

Attachment

17 FEB 1964

Distribution:

- 0 & 1 - Addressee
- 1 - Signing Official
- 1 - ER
- 2 - DD/S (1 w/hold)
- 2 - D/Pers (1 w/hold)

Originator:

Signed

Director of Personnel

Concurrence:

Signed

19 FEB 1964

L. K. White
Deputy Director
for Support

OD/Pers [] sac (17 February 1964)

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Program for Equal Employment and Advancement
Opportunities for Women

1. Plans and actions to advance and maintain this program:

There are in the Agency several Boards comprised of senior representatives from each major organizational component which have advisory responsibilities in the formulation of personnel policies and the development and administration of specific personnel programs. Immediate action is being taken to appoint a senior woman careerist to the Personnel Advisory Board which has broad responsibilities in this area. The woman appointed to this Board will of course contribute in all phases of the Board's functioning but she will have the special responsibility for being alert to, and focusing the attention of the Board on, opportunities for further progress in the employment and advancement of women in the Agency. In addition, the membership and scope of other Boards and Committees will be studied to ensure that women careerists are appropriately represented.

During the past year, the Agency established a formal Mid-Career Training Program for the identification and continuing development of middle-grade careerists who show potential for serving in executive positions. Every effort will be made to ensure that qualified women careerists are included in this program.

The Director of Personnel has a continuing responsibility for monitoring all aspects of personnel administration and management in the Agency. This includes, for example, the conduct of a recruitment program which prohibits discrimination on the basis of sex as well as other non-quality measures and the operation of a system of competitive promotion based on merit. Through various reviews which cover personnel operations in the Agency, he will continue to guard against instances of discriminatory practices toward women. In addition, he will make periodic studies of the assignments and promotions of women to identify any area in which special effort is needed to accomplish the objective of ensuring equal opportunity for women.

By letter of 31 January 1964 to the President, the Acting Director of Central Intelligence reported on plans for appointing women to top-level positions as follows: "As vacancies develop in our senior and executive positions, we shall continue to ensure that our women employees are given every consideration in filling them and we will make a positive effort to identify a woman careerist for such advancement."

2. Any significant developments over the past year in the appointment of women, or the advancement of women to new career heights and responsibilities:

Women in the Agency hold senior staff and command positions and fill key spots in substantive, operational and support activities.

A comparison of the grades held by women in the Agency as of 31 December 1963 and as of 30 June 1964 shows significant gains. In 1963, there were no women in GS-15 and only seven in GS-14. There are now 35 in these grades, six of whom were promoted during the past year.

There was also a gain in the past year in the percent of women in GS-12 and higher grades. This increase reflected a trend of the past ten years during which the percent of women in these grades has more than doubled. This percentage is substantially higher than that shown for the Federal service generally in the report of the Committee on Federal Employment of the President's Commission on the Status of Women.

3. Count, by grade and occupational series, as of 31 December 1963, of all women in positions GS-12 and above, or comparable grades, and the percentage of women in each of these grade levels (prepared in accordance with Civil Service Commission Bulletin No. 221-21):

In furtherance of section 102(d)(3) of the National Security Act of 1947 which charges the Director of Central Intelligence with the responsibility for protecting intelligence sources and methods, section 6 of the Central Intelligence Agency Act of 1949, as amended, exempts the Agency from requirements for publishing or disclosing the numbers, titles, and salaries of personnel employed by the Agency. Consequently, the statistics requested cannot be supplied. These data have, however, been compiled for internal use and will be compared with available data concerning other agencies as one means of measuring the Agency's progress in accomplishing the objectives of this program.